



CITY OF ATLANTA

Kasim Reed
Mayor

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

October 24, 2014

ATTENTION INTERESTED PROPONENTS:

Your firm is hereby invited to submit to the City of Atlanta (the "City"), Department of Procurement (the "DOP"), a proposal for Project Number: **FC-7784, Document Control Scanning Services at Hartsfield-Jackson Atlanta International Airport ("Airport")**. This solicitation will require the successful Proponent to assist in the scanning and indexing of project files as assigned by the Department of Aviation, Bureau of Planning and Development at Hartsfield-Jackson Atlanta International Airport.

A Pre-Proposal Conference will be held on **Tuesday, November 04, 2014, at 2:00 P.M., at the Hartsfield-Jackson Technical Support Campus, 1255 South Loop Road, College Park, Georgia 30337**. The purpose of the Pre-Proposal Conference is to provide proponents with detailed information regarding the City's procurement process and to address questions and concerns. There will be representatives from the City's Department of Aviation, Risk Management and the Office of Contract Compliance available at the conference to discuss this project and to answer any questions. Attendance to the Pre-Proposal Conference is strongly encouraged by each firm desiring to submit a proposal.

The last date to submit questions will be **Friday, November 07, 2014, at 5:00 P.M.** Questions may be sent to **Mr. Sherif Yassin, Contracting Officer**, via email at syassin@atlantaga.gov, or facsimile at 404-658-7705. Timely questions received will be responded to in writing in the form of an addendum.

Your response to this Request for Proposal ("RFP") must be received by the Department of Procurement at 55 Trinity Avenue, S.W., City Hall, Suite 1900, Atlanta, GA 30303, **no later than 2:00 P.M., on Wednesday, December 03, 2014**. Any proposals received after this time will not be considered and will be rejected and returned.

The names of submitted Proponents will be publicly read at 2:00 P.M. on the respective due date in Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall, Atlanta, Georgia 30303.

Request for Proposal

**FC-7784, Document Control Scanning Services at Hartsfield-Jackson Atlanta
International Airport**

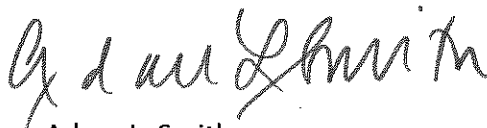
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If you have any questions regarding this project, please contact **Mr. Sherif Yassin, Contracting Officer**, at 404-330-6698, or by email at syassin@atlantaga.gov. The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals or bids when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.

Sincerely,

A handwritten signature in cursive script, appearing to read "Adam L. Smith".

Adam L. Smith

ALS:ssy